

## **SECTION 01 78 21 CLOSE-OUT SUBMITTALS**

### **PART 1 - GENERAL**

#### **1.01 DATA BINDERS**

- A.** Provide three complete sets in durable, commercial quality, plastic covered, three ring binders. Identify project and type of data on face and side.
- B.** Provide information required by Contract Documents, including:
  - 1.** Cover sheet giving complete project title and number, Contractor's name, address, phone number, superintendent's name, and related information.
  - 2.** Table of Contents to identify material in Binders.
- C. OPERATING & MAINTENANCE DATA BINDERS**
  - 1.** Provide Product Data, including: manufacturer; model number; names, addresses, and telephone numbers of suppliers, installers, and servicers; related information for repair, renovation, or additions.
  - 2.** Provide Operating and Maintenance Data, including: instructions and schedules for proper operation, maintenance, servicing, and lubrication with manufacturer's parts list, illustrations, assembly drawings, maintenance diagrams, and list of recommended lubricants and cleaning agents; as-installed control diagrams and coordination drawings with color coded piping and wiring diagrams; valve tag charts with numbers, locations, and functions; panel board circuit directories; and, list of materials and parts furnished for Owner.
- D. PROJECT DATA BINDERS**
  - 1.** Provide required forms completed for supplying data on building systems or assemblies.
  - 2.** Provide a complete list of subcontractors and material suppliers, including dollar amount, company name, address, phone number, local representative, and information regarding minority-owned business status. This information shall be submitted to Designer on the form exhibited as Section 01 78 88.
  - 3.** Provide Certificate of Substantial Completion, Use and Occupancy Permits, and Certificate(s) of Inspection or letter(s) of acceptance from governing authorities as apply.
  - 4.** Provide Contractor's warranty of the work.
  - 5.** Provide Guarantees, Warranties, Bonds, Certifications, Maintenance Agreements, service contracts, and related documents, including beginning date, duration, information about instances which might affect validity, and proper procedure in case of failure.

- 1.02 CONSTRUCTION RECORD DOCUMENTS:** The record copy of Contract Documents and approved submittals required by paragraph 3.11 of the Conditions shall be kept in good condition for submittal to Designer upon completion of construction activity. In the course of the Work, Contractor shall legibly mark these documents to record actual conditions of Work, including: location, depth, and identification of new and existing underground items, location by dimension and identification of utilities, valves, tap points, equipment, service access, test points, and related features, field changes in dimensions and detail, changes by addenda, change orders, and construction change directives, description and details of features for maintenance, service, replacement, or expansion of the Work.

**END OF SECTION**

**01 78 21**